





# Post Office Department

POSTAL SAVINGS SYSTEM

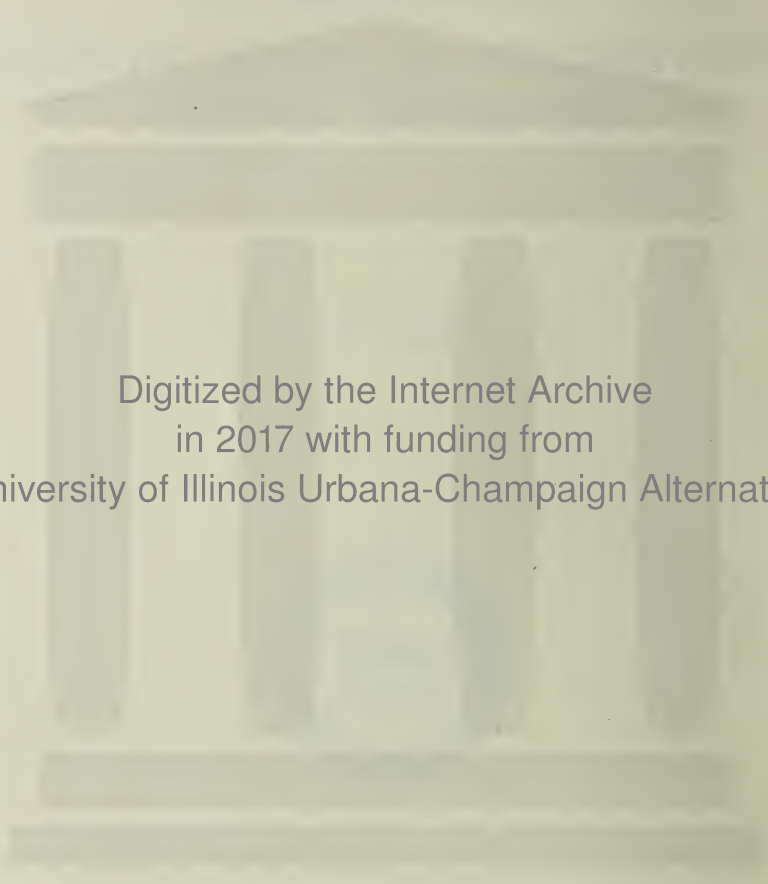
## INSTRUCTIONS TO POSTMASTERS AT POSTAL SAVINGS DEPOSITORY OFFICES

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POST OFFICE DEPARTMENT,  
*Washington, D. C., April 12, 1911.*

By authority of the act of Congress approved June 25, 1910, entitled "An act to establish postal savings depositories for depositing savings at interest with the security of the Government for repayment thereof, and for other purposes," as amended by section 5 of an act of Congress approved March 4, 1911, the following instructions governing the operation of postal savings depository offices are hereby issued for the guidance of postmasters at such offices and of all other postal officers and employees concerned.

FRANK H. HITCHCOCK,  
*Postmaster General.*

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## INSTRUCTIONS TO POSTMASTERS AT POSTAL SAVINGS DEPOSITORY OFFICES.

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### WHO MAY MAKE DEPOSITS.

Sec. 1. An account may be opened and deposits made by any person of the age of 10 years or over, in his or her own name, and by a married woman in her own name and free from any control or interference by her husband, but no person may at the same time have more than one postal-savings account.

Sec. 2. Deposits will be accepted only from individuals, and no account will be opened in the name of any corporation, association, society, firm, or partnership, or in the name of two or more persons jointly. No account will be opened in the name of one person in trust for or on behalf of another person or persons.

Sec. 3. Except when otherwise authorized by the Postmaster General, postmasters will accept deposits only from persons who are patrons of their post offices.—(Revoked February 12, 1912.)

### OPENING OF ACCOUNTS.

Sec. 4. When a person applies to open an account, the postmaster or his representative, after questioning the applicant and obtaining the necessary information, will carefully fill out an application on envelope Form PS 300, except as to the line marked "Depositor's signature."

Sec. 5. The postmaster must enter the name of the depositor on the first line of the envelope Form PS 300, but the depositor must personally sign his name on the line marked "Depositor's signature." If the applicant signs by mark, his signature on the form must be attested by a disinterested witness. The postmaster should make sure that the application is signed by the person who desires to open the account. A married woman who opens an account must sign her own Christian or given name and not that of her husband.

Sec. 6. The envelope Form PS 300 combines the depositor's application to open an account, a simple ledger record of his deposits and withdrawals showing the balance to his credit, and a receptacle in which the postmaster must file the duplicates of all certificates issued to the depositor. The postmaster will be instructed by the Postmaster General as to the method to be followed in arranging and filing envelope Form PS 300 and his other office records.



When the ledger record of any depositor's account on Form PS 300 has been filled the postmaster will record subsequent deposits and withdrawals by that depositor on card Form PS 300a, which will be kept in the envelope Form PS 300.

Great care must be taken to comply with all the requirements of the regulations and instructions relative to envelope Form PS 300, and no account will be opened with any person until all the information called for by the application form has been furnished and the form signed by the intending depositor.

Sec. 7. A number will be given to each new account in a depository office when it is opened, beginning with number one and continuing in numerical order; this number must be entered on envelope Form PS 300 and on all original and duplicate certificates issued in the name of the depositor to whom the account belongs. In no event may a depositor be given more than one account number at any one time. A new account opened by a former depositor must receive a new number.

#### ISSUE OF CERTIFICATES.

Sec. 8. Postal-savings deposits will be evidenced by nontransferable and nonnegotiable certificates of deposit, to be supplied to postmasters in duplicate in fixed denominations of one, two, five, ten, twenty, fifty, and one hundred dollars, each bearing a serial number, and containing blank spaces, in which before issue to depositors the postmaster will enter the name of the depository office, the date of issue, the date on which interest begins, the number of the depositor's account, and the name of the depositor. In entering the date on which interest begins, the month, day, and year must be written or stamped in the space provided, thus: Sept. 1, 1911. The name of the month may be abbreviated, but must not be indicated by figures.

Deposits made on any day of a month will begin to bear interest on the first day of the next succeeding month.

On receipt of a deposit the postmaster will prepare, in duplicate, a postal-savings certificate or certificates covering the amount of the deposit. The depositor will be required to sign the duplicate certificate, after which the postmaster may deliver the original certificate to him as evidence of his deposit. The duplicate will be retained by the postmaster as part of his records and must be filed in envelope Form PS 300. On the reverse side of envelope Form PS 300 the postmaster must first make proper entry of the date and amount of the deposit and of the total balance then to the depositor's credit. The postmaster will make proper entry of all certificates issued on the register of certificates issued (Form PS 509). Every depositor will be provided with a depositor's envelope, Form PS 301, in which he may preserve his certificates of deposit, and on which is



printed, in addition to information for his guidance, a blank ledger record for keeping account of his deposits and withdrawals.

Sec. 9. Before accepting a deposit from a person who has already opened an account the postmaster will, by reference to the depositor's envelope Form PS 300, make sure that the proposed deposit will not make the deposits of such person for that calendar month exceed one hundred dollars, irrespective of withdrawals, nor cause his total balance to be more than five hundred dollars, exclusive of accumulated interest.

Sec. 10. Certificates must be issued in regular order, beginning with their lowest serial number. Serial numbers must not be changed under any circumstances.

Sec. 11. Certificates are valid until paid. The ten-year interest table on the back of each certificate is for the information of the depositor and does not limit the life of the certificate or the accumulation of interest to ten years.

Compound interest is not allowed on an outstanding certificate, but a depositor may withdraw interest accrued and make a new deposit, subject to the restriction that deposits will not be received for less than one dollar nor for fractions of a dollar.

Sec. 12. The postmaster must issue the smallest practicable number of certificates on account of a single deposit, a single certificate being issued for the whole amount if possible. For example:

If a deposit is for seven dollars, certificates in the denominations of five and two dollars must be issued.

If the deposit is for twenty dollars, a single certificate in the denomination of twenty dollars must be issued.

If the deposit is for thirty-three dollars, certificates in the denominations of twenty, ten, two, and one dollars must be issued.

#### SAVINGS CARDS AND STAMPS.

Sec. 13. Whenever a postal-savings card with nine ten-cent postal-savings stamps affixed is presented as a deposit for one dollar, the postmaster must cancel the card as well as the stamps with a special cancellation date stamp provided for that purpose. On the reverse of the card he will then place the depositor's account number and imprint the postal-savings date stamp of his office. He will forward the canceled card with the stamps affixed with his next monthly report to the Postmaster General.

Sec. 14. One certificate may be issued to cover a deposit made partly in cash and partly by means of savings cards with stamps affixed, but no savings card having less than nine savings stamps affixed will be accepted for deposit under any circumstances, nor will savings stamps not affixed to a savings card be accepted.

Sec. 15. Postal-savings cards and stamps will not be redeemed for cash, but are freely transferable and need not be presented for deposit by the original purchaser. They may be sold to any person in any quantity desired.

Sec. 16. On receipt of a supply of savings cards and stamps, the postmaster will enter their value in his cash and stock account (Form PS 508), and the amount of savings cards and savings stamps sold will be likewise entered by the postmaster in his cash and stock account at the close of business each day. This amount will be ascertained by deducting the sum of the credits from the sum of the debits on the savings-card and savings-stamp account.

#### DEPOSITS NOT MADE IN PERSON.

Sec. 17. When it is shown to the postmaster's satisfaction that an intending depositor, because of infirmity or for other good and sufficient reason, can not appear personally to open an account, the postmaster will, on receipt of the amount of the deposit from the intending depositor's representative, furnish a blank form of application (envelope Form PS 300), together with the duplicate of each certificate to be issued, fully made out except for the signature of the depositor, and will carefully instruct the depositor's representative as to the method to be observed in filling out the application.

The original certificates likewise must be fully made out before the duplicates are delivered to the representative of the depositor, and pending return of the duplicates the postmaster will retain the originals. Proper entry of certificates thus prepared will be made in the register of certificates issued (Form PS 509) in the same manner as if the original certificates had been delivered to the depositor when prepared, and the amount of the deposit will be treated by the postmaster as a part of his receipts for the day on which accepted.

When the application has been properly filled out and both it and the duplicate or duplicates have been signed and returned to the depository office, the postmaster will deliver the original certificates, together with depositor's envelope Form PS 301.

Sec. 18. When a person who is already a depositor is unable to appear in person to make a subsequent deposit, he may either send the amount through a representative or forward it to the post office by mail. When a deposit is sent through a representative the procedure provided above will be followed, except that the issuance of the application envelope (Form PS 300) will be unnecessary. When a depositor forwards money by mail for deposit the postmaster will mail to him the duplicates of the certificates to be issued, and on their return properly signed will forward to him the original certificates.

Sec. 19. If the duplicate certificates sent to a depositor for signature are not returned within 6 days the postmaster will mail to the

depositor a request for their return. If they are not returned within 30 days after issue the postmaster must forward the original certificates with his next monthly account to the department with a full statement, making a suitable memorandum of the transaction for retention in his records. If the duplicates are returned thereafter the postmaster should forward a request to the department for the return to him of the originals.

If the duplicate certificates sent to a depositor are lost, or destroyed after being received, the postmaster will forward the original certificates to the department with a report of the facts. The original certificates with new duplicates will be returned to the postmaster for the usual disposition.

**Sec. 20.** Money forwarded to the post office for deposit by mail or through a representative is sent at the risk of the depositor.

#### LOST CERTIFICATES.

**Sec. 21.** When notified by a depositor of the loss or destruction of a certificate or certificates, the postmaster will furnish in the form of a blank affidavit (PS 307) an application for a certificate or certificates in lieu thereof, and on its return properly executed will forward such affidavit to the Postmaster General (Postal Savings System), together with the duplicate of the lost certificate and his report of the facts.

The disposition of the duplicate must be shown by a memorandum slip (Form PS 306), replacing it in the envelope, Form PS 300, bearing the number of the depositor's account.

If it is deemed proper the Postmaster General will issue a new certificate, distinguishable from the original and bearing the original date, number, and amount, and will certify such action on the face of the duplicate of the lost certificate. The new certificate, together with the duplicate of the lost certificate, will then be forwarded to the postmaster, who will deliver the new certificate to the depositor, replace the duplicate in envelope Form PS 300, and destroy the substituted memorandum slip.

**Sec. 22.** Postmasters are not permitted to receive postal-savings certificates for safe-keeping.

#### CORRECTION OF ERRORS.

**Sec. 23.** If an error is made in issuing the original certificate the postmaster will stamp both the original and the duplicate "Spoiled" and will issue the certificate bearing the next serial number. He will transmit both the original and the duplicate of the spoiled certificate with his next monthly report. The series and serial number of such spoiled certificates will be entered on the register of certificates issued (Form PS 509) and the word "Spoiled" written in red ink



in the name column, the amount being left blank. Any clerical error on a duplicate certificate discovered before the depositor has signed it may be corrected by the postmaster.

If an error is found in a certificate after it has been issued and entered on the records, the depositor will be requested to leave the certificate at the depository office, and the postmaster will stamp both the original and the duplicate as "Spoiled" and forward them to the department with a detailed description of the error made and the correction desired. A receipt (Form PS 305) will be issued in duplicate for the certificate, the original being given to the depositor and the duplicate placed in the envelope Form PS 300 as a memorandum. The Postmaster General will issue and forward to the postmaster a new certificate in duplicate, distinguishable from the spoiled certificate by having the words "Issued in lieu of spoiled certificate" printed across the face. On receipt of the new original and duplicate certificate the postmaster, after securing the depositor's signature to the duplicate, will deliver the original to the depositor and place the duplicate in the envelope Form PS 300. The original receipt returned by the depositor and the duplicate taken from the envelope will then be destroyed. The spoiled certificate having been already entered in his records, the postmaster will make no entry of the new certificate issued in lieu thereof, but will make corrections on Form PS 509, if any are necessary, by drawing a line through the erroneous entries and interlining the correct entries immediately above.

In case of error in making entry in the postal-savings records of his office, the postmaster must draw a line through such entry and initial it. The correct entry should then be made on the line immediately below, or, if subsequent entries have been made, by interlining immediately above the erroneous entry.

If the postmaster discovers an error after he has rendered his monthly account current which would in any way affect its accuracy, he must make immediate report of the facts to the central office.

*Under no circumstances, except as above provided, must an attempt be made to erase or change an entry on either the original certificate or the duplicate, or in any postal-savings record, without authority from the Postmaster General.*

#### DEPOSIT OF FUNDS IN BANKS.

**Sec. 24.** The postmaster at a depository office must deposit daily all moneys received by him on account of postal-savings business amounting to ten dollars or more in local banks which have qualified under the law. He will be instructed by the Postmaster General as to the banks in which such deposits will be made and as to the proportion of his receipts to be deposited in each bank. If no bank in the same city, town, or locality has qualified as a de-

pository bank, the postmaster will be directed and required to make daily remittances by registered mail of moneys received to other banks most convenient to the locality which have qualified as depository banks under the act of Congress. No deposit of less than ten dollars will be made, except at the end of a month, and receipts of less amount will be retained by the postmaster as cash on hand. Such deposits will in all cases be made to the credit of the Board of Trustees, Postal Savings System, except an amount which will be specified by the Postmaster General as an emergency credit for use by the postmaster in meeting withdrawals in cases of emergency. The amount thus fixed will be deposited by the postmaster in the designated bank to his official credit and subject to his official check for the purpose mentioned, and will under no circumstances be used for any other purpose. The postmaster will maintain such emergency credit at the amount specified by the Postmaster General by deposits from his daily postal-savings receipts. The postmaster will be liable on his his official bond for funds so deposited subject to his official check.

**Sec. 25.** At the close of business each day the postmaster will prepare a deposit slip covering all cash on hand, providing it amounts to ten dollars or more. On the following business day he should deposit the exact amount called for by this slip. If desired, such deposit may be deferred until shortly before the close of banking hours, and if necessary withdrawals by depositors before the deposit is made may be paid from the receipts of the preceding day, the amount to be deposited being made up from money taken in subsequently. If such receipts before the close of banking hours are insufficient to provide the amount called for by the deposit slip representing the preceding day's business, the postmaster will draw a check on his emergency credit for the difference and include it with his deposit to the credit of the Board of Trustees. By this method the amount deposited on any given day will represent exactly the net receipts of the preceding business day, except when it includes cash on hand carried forward, and the amount of the deposit should accordingly be entered in the daily cash and stock summary (Form PS 508) for the day preceding that on which it is actually deposited.

**Sec. 26.** At the close of business on the last day of a month the postmaster will prepare a deposit slip covering all cash on hand even though it amounts to less than ten dollars. This balance on hand at the end of the month will be entered on the postmaster's account current for that month as "Balance cash on hand," and the exact amount without deduction or increase will be deposited in bank on the first business day of the following month, and will be included by the postmaster in his report of deposits for the latter month on abstract C (Form PS 507) under the date on which the deposit was actually made. The "Balance cash on hand" reported by the

postmaster in his monthly account current will be carried forward to his account current for the succeeding month as a debit entry, representing "Balance cash on hand last account current." Where banks will receive deposits on the last day of the month at an hour sufficiently late to enable the postmaster to deposit all of his receipts for that day, a special deposit should be made on the last day of the month and the procedure herein described will be unnecessary.

Sec. 27. Where more than one bank has qualified to receive postal-savings funds from the same depository office, deposits will be made in qualified banks in proportion to the capital and surplus, and the postmaster will be instructed as to the percentage of deposits assigned each bank. He will ordinarily deposit funds in only one bank each day, and will make deposits in the several banks in such rotation and amounts as will keep the total deposits in each bank at substantially the proportion to which it is entitled. For example, if there are two qualified banks, each of which is entitled to fifty per cent of the postal-savings deposits, deposits will be so alternated between the two banks as to give each bank approximately one-half of the deposits. Thus, if a deposit of two hundred dollars is made in the first bank and another of one hundred dollars is made in the second bank on the succeeding day, one or more additional deposits should be made in the second bank before making further deposit in the first bank. Care should be taken to preserve the proportion to which each bank is entitled as nearly as practicable, and if on any day the receipts are unusually heavy the postmaster will depart from the usual practice and make deposits in each qualified bank on the same day in the proportion to which it is entitled.

Sec. 28. After the first apportionment of funds has been made to depository banks in any locality, additional banks may qualify on the first day of January, April, July, or October under the regulations adopted by the Board of Trustees. When additional banks so qualify as depositories the postmaster will be instructed in regard to the reapportionment of deposits. Such reapportionment will apply only to funds deposited after the date on which the additional banks qualify.

Sec. 29. The duplicate certificates of deposit received by a postmaster from depository banks in connection with his daily deposits of postal-savings funds will be retained by him as a part of the records of his office and made the basis for a record of his total deposits in each bank. The postmaster will be informed as to the maximum amount of funds which he may deposit in each qualified bank, and his total deposits, including the emergency credit fund, must under no circumstances exceed the amount so specified. Should funds be received from depositors in excess of the maximum amount which he is authorized to deposit in bank, the postmaster will retain such



excess as cash on hand, and will immediately notify the Postmaster General. The postmaster will be notified when withdrawals are made from any bank by the Board of Trustees and on receipt of each notice should deduct the amount of the withdrawal from the total amount shown by his records to have been deposited in that bank. When the deposits in any bank after deducting withdrawals reach seventy-five per cent of the maximum balance authorized, the postmaster will immediately call the attention of the Postmaster General to the fact and submit a recommendation as to the amount of additional securities which should be required from the bank.

**Sec. 30.** Where the deposits of postal-savings funds required by the regulations are not made in a local bank, but are forwarded by registered mail to depositories located elsewhere, postmasters will make such remittances, so far as is practicable, in paper currency of the highest denominations that can be obtained. Packages either of paper currency or coin must be securely wrapped and inclosed in a strong envelope. At least one reliable witness should be present at the preparation and dispatch of such packages. Official postage stamps covering the usual registry fee, in addition to official postage, must be affixed to every letter or package forwarded by registered mail in the course of postal-savings business.

#### WITHDRAWALS BY DEPOSITORS.

**Sec. 31.** Postmasters are authorized to meet withdrawals by depositors, including both principal and interest accrued, by payment out of the daily postal-savings receipts at their offices.

When sufficient funds are not on hand for that purpose, a postmaster will draw his official check upon the emergency credit referred to in section 24 of these instructions. Such checks will be drawn only when absolutely necessary and for no other purpose than that specified, and will be made payable to the postmaster or his representative and not to depositors. If the emergency credit is at any time insufficient to meet the demands of depositors, the postmaster must immediately report the fact to the Postmaster General, by telegraph if necessary, stating the amount of funds needed, in order that the bank may be directed to transfer the required amount to his official credit. When such transfers are requested by telegraph the postmaster will use the code word "Admerge," meaning "Please transfer to my official credit to meet withdrawals the sum of," so that a request for the transfer of two hundred dollars will read "Admerge two hundred." In order to avoid the cost of duplicate telegraphic advice from the Department the postmaster will in such cases request the bank holding his emergency credit to notify him at once on receipt of authority for the desired transfer of funds.



Sec. 32. A depositor presenting a certificate for payment of the principal with accrued interest must indorse it in the presence of the postmaster or his representative and surrender it; if he signs by mark his signature must be attested by a disinterested witness.

The postmaster must see that the indorsement corresponds with the original signature on the application to open the account (envelope PS 300), satisfy himself as to the identity of the depositor by asking test questions as to the personal facts shown on such application if necessary, and compare the certificate with the duplicate on file.

If no radical difference in the signature of the depositor is noticed, and the certificate corresponds in every particular with the records of its issue and bears no evidence of alteration or erasure, payment must be made; otherwise, it should be withheld until the postmaster is satisfied that it is proper.

If necessary the postmaster should transmit the certificate with the statement of the facts in the case to the Postmaster General for his decision, after giving the holder a receipt on Form PS 305 for the certificate surrendered.

Sec. 33. When a certificate is paid, both original and duplicate should be canceled across the face with the special "paid" date stamp furnished postmasters, the original being forwarded as a voucher with the postmaster's monthly report and the duplicate being retained on file. Payment should be entered on the register of certificates paid (Form PS 509a) and on envelope Form PS 300. Interest payments should be entered in the register of certificates paid.

At the close of each day's business all certificates and interest payments entered in Form PS 509a must be posted to the register of certificates issued (Form PS 509) by recording the date of payment of each certificate opposite the original record of its issue.

#### PARTIAL PAYMENT OF THE VALUE OF A CERTIFICATE.

Sec. 34. When any depositor desires to withdraw only a part of the amount called for by any certificate, the postmaster, upon presentation of the certificate, will pay the desired amount, with all interest then payable on the full amount of the certificate, stamp the certificate as paid, and issue a new certificate or certificates covering the amount to remain on deposit. ~~As the amount represented by such a new certificate is entitled to bear interest for the entire period during which it has been continuously on deposit, the postmaster will enter on its face, in the space headed "Interest begins on the following date," the last anniversary of the date shown in the corresponding space on the certificate which it in part replaces, or that date itself if less than one year has elapsed.~~

~~The postmaster will record the issue of all antedated certificates on the register of certificates issued (Form PS 509), entering the proper interest date. He will report the issue of all antedated certificates with his current monthly report on abstract Form PS 505 with other certificates issued during the month, and will also make a separate report of all antedated certificates on Form PS 505a, showing in each case the date of issue, name and account number of depositor, series and serial number, value, and date from which interest begins on the new certificates, and the series and serial number of the original certificate. To insure against omission all antedated certificates should be entered on Form PS 505a at the time of issue. Before transmission to the department, Form PS 505a must be checked carefully against the register of certificates issued (Form PS 509). If no antedated certificates are issued during the month, a blank Form PS 505a bearing the notation "No antedated certificates issued" must be transmitted with the account current.~~

In all other respects the postmaster will follow the procedure set forth in these instructions for the payment and issue of certificates and will make proper entry of the canceled certificate and interest paid in Forms PS 509 and 509a.

Antedated certificates will be issued only in connection with the partial payment of a certificate, and must not be issued for the purpose of replacing certificates with others of different denominations.

#### PAYMENT OF INTEREST ALONE.

Sec. 35. A depositor may withdraw merely the interest payable on any certificate by presenting the certificate at his depository office, but in such case *he must not indorse* the certificate as in case of full payment. The postmaster, on presentation of such certificate, will obtain from the depositor two copies of a receipt on Form PS 308 for the amount of interest to be paid. The postmaster will then enter the date of payment, separately for each year's interest paid, in the spaces provided for that purpose on the back of the certificate. The amount of interest may then be paid and the certificate returned to the depositor. The postmaster will enter the interest payment in his register of certificates paid (Form PS 509a), the column headed "Amount paid on certificate" being left blank, and will attach one copy of the receipt taken from the depositor (Form PS 308) to the duplicate of the certificate on which the interest was paid and return the duplicate to its place in the depositor's envelope Form PS 300. He will forward the other copy of the receipt taken from the depositor (Form PS 308) with his next monthly report to the Postmaster General.

All interest payments should be recorded in the register of certificates issued (Form PS 509) opposite the original record of issue of the certificate on which the interest accrued. This may be done by posting from the register of certificates paid (Form PS 509a).

#### WITHDRAWALS NOT MADE IN PERSON.

**Sec. 36.** When it has been shown to the postmaster's satisfaction that a depositor, because of infirmity or for other good and sufficient reason, can not appear in person to make a withdrawal, a blank order will be furnished for his use upon request.

For every certificate to be paid in full with interest to such a depositor a blank order on Form PS 304 will be furnished. When such order has been properly filled in and signed by the depositor, with his signature attested by a disinterested witness, and has been returned to the postmaster, together with the certificate properly indorsed, payment will be made and recorded in the usual manner. The order the postmaster will attach to the corresponding duplicate certificate in envelope Form PS 300.

When such a depositor desires to withdraw merely the interest accrued on any certificate, the blank order furnished for his signature in duplicate should be Form PS 302, which includes a receipt. The postmaster will forward one copy to the Postmaster General and attach the other copy to the corresponding duplicate certificate, in accordance with section 35.

When such a depositor desires to withdraw only a part of the amount called for by any certificate, the blank order furnished for his signature should be Form PS 303. The postmaster, upon receiving such an order properly filled out, signed, and attested, will proceed with respect to the payment of the withdrawal as instructed in section 34, and with respect to the issue of new certificates as instructed in section 18. The order he will attach to the corresponding duplicate certificate filed in envelope Form PS 300.

If a depositor dies after he has signed an order for a withdrawal and before its presentation for payment, the postmaster, if aware of such fact, will defer payment and proceed as provided in section 37.

#### PAYMENT TO ADMINISTRATORS AND OTHERS.

**Sec. 37.** In case of the death of a depositor payment of the amount to his credit, together with all interest payable thereon, will be made by the postmaster to the duly authorized executor or administrator of his estate upon delivery of a certified copy of an order of the proper court showing that the person demanding payment has duly



qualified as such executor or administrator. Certificates thus presented for payment will be indorsed by the executor or administrator as "Executor (or administrator) of the estate of -----, deceased," and upon payment will be forwarded by the postmaster with his next monthly report in the usual manner, accompanied by the proof of administration upon which payment was based. The postmaster will make proper notation upon the duplicate certificates in envelope Form PS 300, and will close the account. No deposits must be accepted upon an account after the death of a depositor.

In case of the death intestate of a depositor as to whose estate no formal administration is deemed desirable by his relatives, the postmaster will report the facts to the Postmaster General, who may, in his discretion, authorize the postmaster to pay the amount of the deposit to the persons entitled to receive it under the laws of the proper State or Territory on submission of affidavits as to the facts in a form to be prescribed.

When payment of a certificate or of any interest accrued thereon is demanded by any person other than the depositor, his executor or administrator, or the bearer of an order signed by the depositor as hereinbefore provided, the postmaster must defer payment and report the facts to the Postmaster General for instructions.

#### CLOSING OF ACCOUNTS.

**Sec. 38.** Whenever all funds to the credit of a depositor are withdrawn, the envelope Form PS 300 bearing the record of his account should be marked "account closed" and, together with its contents, placed in a separate file with other closed accounts in proper order.

#### ACCOUNT OF WOMAN WHO MARRIES.

**Sec. 39.** A woman who opens an account and afterwards marries must present her savings certificates to the postmaster for indorsement as payable in her new name. The postmaster will make such indorsements on the face of the certificate, stating the new name of the depositor, and affixing his signature. He will then make a similar indorsement on the corresponding duplicates retained in the depositor's envelope Form PS 300 and make proper change in the name on the envelope account.

So long as such a depositor fails to present her certificates for proper indorsement the postmaster will receive no further deposits on her account nor make any partial or interest payment to her; but he may make full payment to close her account upon being satisfied as to her identity.

## POSTAL-SAVINGS BONDS.

30 Sec. 40. A depositor will be permitted to exchange the whole or a part of his deposits for postal-savings bonds upon proper application to his depository office. Such exchange may be made by a depositor as of date of January first and July first of each year, provided such bonds are available. A depositor desiring to convert his savings into postal-savings bonds must submit to the postmaster an application prepared in triplicate on Form PS 309, which will be supplied to him by the postmaster for that purpose. Such application must be made at least ~~fifteen~~ days before either of the two dates named, in order to procure bonds as of such dates. At the time of application the depositor must indorse and surrender to the postmaster postal-savings certificates covering the amount of the bonds desired. Care will be taken by the postmaster to see that all information called for by the application Form PS 309 is entered on all three copies of the application.

The postmaster will certify the surrender upon the triplicate of the application and return it to the depositor as his receipt for the certificates surrendered. He will make similar entry on both original and duplicate of the application, file the duplicate in the depositor's envelope Form PS 300, and immediately forward the original application and the surrendered certificates to the Postmaster General, who will cause the bonds applied for to be furnished the postmaster and will return to him the surrendered certificates with appropriate notation thereon. On their receipt the postmaster will notify the depositor and will deliver the bonds to him after requiring the return of the triplicate of the application indorsed on the back by the depositor to acknowledge receipt of the bonds. The date of receipt and delivery of the bonds should be noted on the back of the duplicate application, which will be retained in the depositor's envelope Form PS 300. On delivery of the bonds the postmaster will pay to the depositor any yearly interest due on the surrendered certificates. No interest will accrue on the certificates between the date of issue of the bonds and the date of their delivery.

The postmaster will be charged with the bonds forwarded to him for delivery to the depositor. He will be relieved of this charge on receipt of the depositor's receipt for the bonds, which receipt will be forwarded by the postmaster with his monthly report. The surrendered original certificates will be stamped as paid on the date the bonds are delivered and forwarded to the Postmaster General with the postmaster's monthly account.

Sec. 41. Savings deposits converted into bonds are not counted as a part of the maximum of five hundred dollars allowed one depositor,

and there is no limitation on the amount of available postal-savings bonds which may be acquired by a depositor.

**Sec. 42.** Postal-savings bonds can be procured only by the conversion of postal-savings deposits and will not be issued to persons who are not depositors.

#### USE OF OFFICIAL STAMPS AND ENVELOPES.

**Sec. 43.** Postmasters at depository offices will be furnished a supply of official postage stamps and stamped envelopes for use in the transmittal of free mail resulting from the administration of the Postal Savings System. In the use of official postage stamps and stamped envelopes the postage rates fixed for the several classes of mail matter will be observed. Care must be exercised not to confuse official postage stamps with the ten-cent savings stamps, which are under no condition valid for postage.

**Sec. 44.** Under no circumstances will a postmaster or any other postal officer or employee sell or give to the public any of the special official postage stamps or official stamped envelopes provided for use in lieu of franked or penalty envelopes in the transmission of official mail resulting from the administration of the Postal Savings System.

**Sec. 45.** The postmaster will keep careful account of the amount of official postage stamps and stamped envelopes actually used, in order that accurate report may be made to the Postmaster General at the close of each fiscal year as hereinafter required by section 59.

#### REQUISITIONS FOR SUPPLIES.

**Sec. 46.** All requisitions for nonaccountable supplies needed in connection with the Postal Savings System should be made on Form PS 310 and addressed to the Postmaster General (Postal Savings System), Washington, D. C.

All requisitions for postal-savings certificates should be made on Form PS 311, addressed to the Postmaster General (Postal Savings System), Washington, D. C.

Postal-savings cards and stamps and official postage stamps and stamped envelopes will be obtained from the Third Assistant Postmaster General, Division of Stamps, by requisition made in the blank spaces on Form 3201, plainly marked "Postal Savings."

**Sec. 47.** Postmasters at offices of the first and second classes will order supplies in sufficient quantities at one time to meet the requirements of their offices for a period of six months. Those at offices of the third and fourth classes will order sufficient supplies at one time to meet their requirements for a period of one year.

**Sec. 48.** Postmasters must keep on hand a sufficient supply of postal-savings cards, ten-cent postal-savings stamps, and postal-savings cer-



tificates to meet the public demand, and such other supplies as may be necessary to enable them to transact all business in connection with the Postal Savings System promptly and with facility. They must make timely requisitions for new supplies, so that their stocks may not become seriously depleted.

Sec. 49. Postal-savings cards and savings stamps and postal-savings certificates must not be loaned or sold by one postmaster to another. Depleted stock must in all cases be replenished by requisition as provided in section 46 of these instructions.

Sec. 50. No postmaster will be furnished with postal-savings cards and stamps or postal-savings supplies of any kind until his office shall have been designated as a postal-savings depository office, nor will any requisition be honored from a postmaster who is delinquent in rendering his accounts.

#### RECEIPT OF SUPPLIES.

Sec. 51. Packages of postal-savings cards, ten-cent postal-savings stamps, postal-savings certificates, official postage stamps, and official stamped envelopes must, upon receipt, be opened and counted jointly by the postmaster or his representative and a witness. If the number does not agree with the accompanying invoice, the postmaster must immediately make a report of the discrepancy to the Department, attaching the invoice to the report and holding the shipment for instructions. The report must give the date of invoice, the registry number, and the full address of the shipment, and must state the condition in which it arrived. In case of shortage, the correctness of the claim must be certified by the postmaster on his oath of office and attested by the witness.

Sec. 52. In every communication relating to postal-savings supplies received, postmasters must mention the date of the invoice of the Department therefor.

#### SUPPLIES LOST OR DAMAGED.

Sec. 53. If a shipment of postal-savings cards or ten-cent postal-savings stamps is received in a damaged condition or becomes damaged in possession of the postmaster by fire or otherwise, such damaged cards or stamps should be sent to the Third Assistant Postmaster General, Division of Stamps, for credit. An itemized statement of the quantity returned and a full explanation of the cause of the damage must be prepared in duplicate. The original must accompany the returned cards and stamps, which must be counted, prepared for mailing, and dispatched in the presence of a witness. The duplicate will be retained by the postmaster as a voucher until formal authorization to claim credit for the damaged stock is received from



the Third Assistant Postmaster General. If the amount can not be ascertained from the face of the cards and stamps, they must nevertheless be forwarded, and the Department will advise the postmaster whether the value can be determined. Shipments should be made to the Department not oftener than once a quarter. Postmasters must not claim credit for damaged postal-savings cards or postal-savings stamps returned to the Department until authorized to do so. Requisitions should be made on Form 3201 if cards or stamps are needed to replace those returned for redemption, and such requisitions should be plainly marked "To replace damaged stock returned."

Sec. 54. Postmasters will be held to the same responsibility for postal-savings cards, stamps, and certificates, sent them for issue, as for postal stock, and in case of loss while in their possession must immediately report the fact to the Department and to the inspector in charge of the division in which their post offices are located.

If official postage stamps or official stamped envelopes are received in a damaged condition or are subsequently damaged in any way or stolen or lost, a full report as to the extent of such damage or loss must be made immediately to the Third Assistant Postmaster General, Division of Stamps.

#### POSTMASTERS' RECORDS AND REPORTS.

Sec. 55. The postmaster at a depository office will maintain a daily cash and stock account book (Form PS 508), in which he will enter daily all postal-savings funds received and disbursed, all blank certificates of deposit and savings cards and stamps received, issued, or otherwise disposed of, and other required information concerning the postal-savings transactions of his office as hereinbefore provided. Certificates of deposit as issued will be entered individually in a register of certificates issued (Form PS 509) as provided by sections 8, 17, 23, and 34, giving the date of issue, value, series and serial number, name and account number of depositor, and the date on which interest begins. Certificates paid will be entered in a register of certificates paid (Form PS 509a), as provided by sections 33 and 34, giving the date and amount of payment, series and serial number, name and account number of depositor, date on which interest began, and the amount of interest paid. The date to which interest is paid on a certificate and the date of its final payment will also be entered in the register of certificates issued (Form PS 509) opposite the record of issue of the certificate affected, as provided by sections 33 and 34. Payments of interest alone will be entered on Form PS 509a and posted to Form PS 509, as provided by section 35. The certificate registers will be totaled daily and the totals carried to the daily cash and stock account kept on Form PS 508.

The daily cash and stock account will be closed daily and all balances proved.

**Sec. 56.** Promptly after the close of each month the postmaster will prepare an account current on Form PS 504, with accompanying abstracts (Forms PS 505, 505a, 506, 507), by combining the items shown by his daily cash and stock account and copying other required data from the registers of certificates issued and paid. Accounts current, when prepared, will be carefully checked to insure accuracy, and will then be promptly forwarded with accompanying vouchers to the Postmaster General (Postal Savings System). In checking the account current the total of the balances to the credit of the individual depositors, as shown by their accounts on envelope Form PS 300, will be ascertained and proved with the summarized balance given in the account current.

**Sec. 57.** In case a change of postmasters occurs during the month, the retiring postmaster and his successor will each render a separate account covering the period for which he has served. The retiring postmaster will deliver to his successor a check for the amount deposited in bank as his emergency credit, taking receipt in duplicate for this amount and for all cash, savings cards, savings stamps, and certificates on hand, and will attach the original receipt therefor to his account current. The incoming postmaster will at once redeposit in the proper bank to his official credit the check given him to cover the emergency credit fund.

#### STATISTICAL REPORTS.

**Sec. 58.** Promptly at the close of each month the postmaster at each depository office will render a statistical report on Form PS 541 showing the number of accounts opened and closed, the number of deposits and withdrawals, and other required information concerning the postal-savings transactions of his office for that month.

**Sec. 59.** At the close of each fiscal year the postmaster will render a statistical report for the fiscal year on forms which will be supplied him for the purpose, showing the proportion of the expenses of his office applicable to the operation of the Postal Savings System, the postage value of all official stamps and envelopes actually used, and the number of depositors whose accounts show a balance to their credit, with the following abstracted information as to each depositor:

#### *Males.*

Race or color.  
Occupation.  
Birthplace.  
Age at last birthday.

#### *Females.*

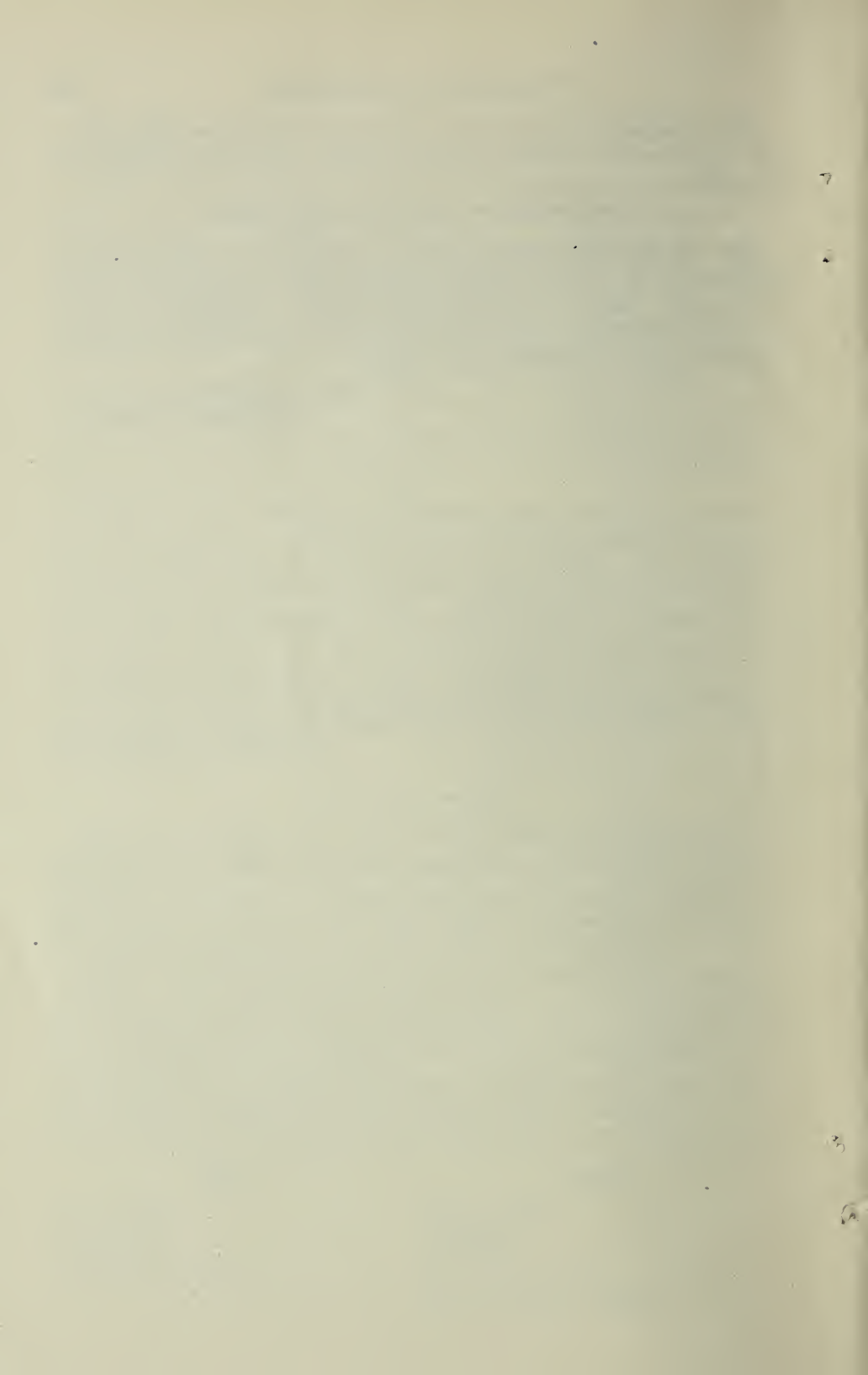
Race or color.  
Occupation.  
Birthplace.  
Age at last birthday.  
Married, single, or widow.

The necessary information as to depositors will be compiled from the entries on the envelopes (Form PS 300) contained in the files of his office.

## CORRESPONDENCE WITH THE DEPARTMENT.

**Sec. 60.** All communications from a postmaster in regard to the business of the Postal Savings System should be addressed to the Postmaster General (Postal Savings System), Washington, D. C., and any concerning a depositor's account must specify the name of the depositor and the number of his account.

FRANK H. HITCHCOCK,  
*Postmaster General.*





# INDEX.

[References are to section numbers.]

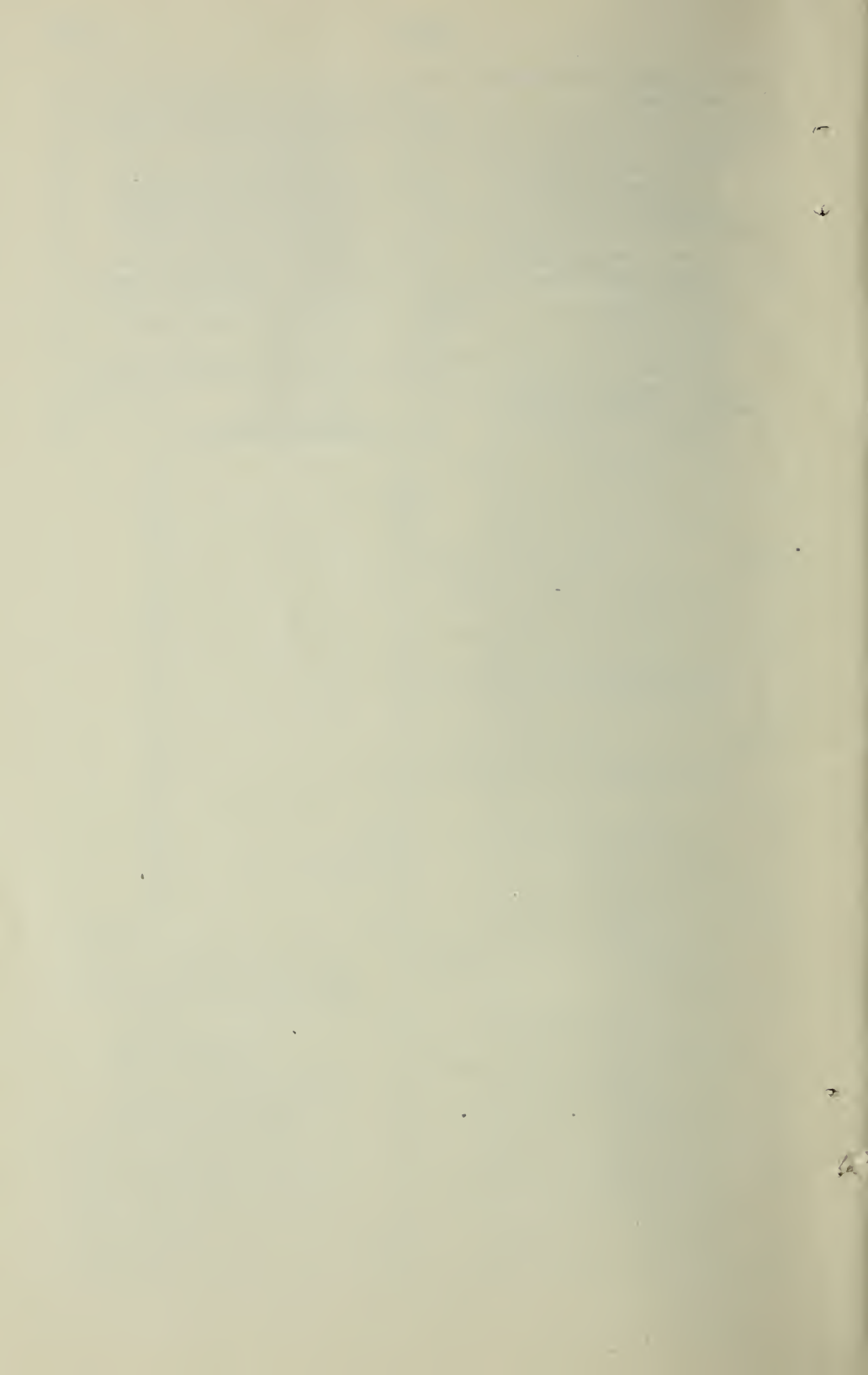
	Sec.		Sec.
Abstracts accompanying account		Certificates of deposit, requisitions	
current .....	56	for supply .....	46
Accounts. <i>See</i> Deposits, savings.		smallest practicable number to	
Account current .....	56, 57	be issued .....	12
Account numbers, to be assigned.	7	to be issued in numerical	
to be specified in communi-		order .....	10
cations .....	60	Closing of accounts .....	38
Accountable stock not to be sup-		Communications to department...	60
plied to other postmasters..	49	Correction of errors .....	23
postmasters responsible .....	54	Damage to supplies .....	53, 54
requisitions for supply .....	46	Death of depositor .....	36, 37
transfer to new postmaster...	57	Demand for payment by person	
Address of central office .....	60	other than depositor or his	
Administrators of estates .....	37	representative .....	37
Age of depositor, minimum .....	1	Deposits in banks, apportionment.	27, 28
Antdated certificates .....	34	emergency credit .....	24
Application to open account .....	4-6	daily entry of amount .....	25
Apportionment of deposits in		in what banks .....	24
banks .....	27, 28	maximum .....	29
Bank deposits. <i>See</i> Deposits in		not less than \$10 .....	24
banks.		procedure, daily .....	25
Bonds, postal-savings, conversion		procedure at end of month ...	26
of deposits .....	40	record of total .....	29
issued only to depositors .....	42	remittance by registered mail.	30
not counted in maximum of		to credit of Board of Trustees.	24
deposits .....	41	Deposits, savings, closing of ac-	
Cancellation of certificates .....	33	counts .....	38
Cards, savings. <i>See</i> Savings cards		conversion into bonds .....	40
and stamps.		evidenced by certificates .....	8
Certificates of deposit, banks' .....	29	interest .....	8, 11
Certificates of deposit, savings,		ledger record .....	6
antedated .....	34	made by mail .....	18, 20
correction of errors .....	23	maximum balance .....	9
issue .....	8-12	maximum in one month .....	9
loss or destruction .....	21	not made in person .....	17-20
not to be supplied to other		one person, one account .....	1
postmasters .....	49	who may make .....	1, 2, 3
payment. <i>See</i> Withdrawals		Duplicate certificates, cancellation.	33
by depositors.		entry of interest payments...	35
postmasters may not receive		preparation .....	8
for safe-keeping .....	22	sent out for depositor's signa-	
records of issue and payment.	55	ture .....	17, 19

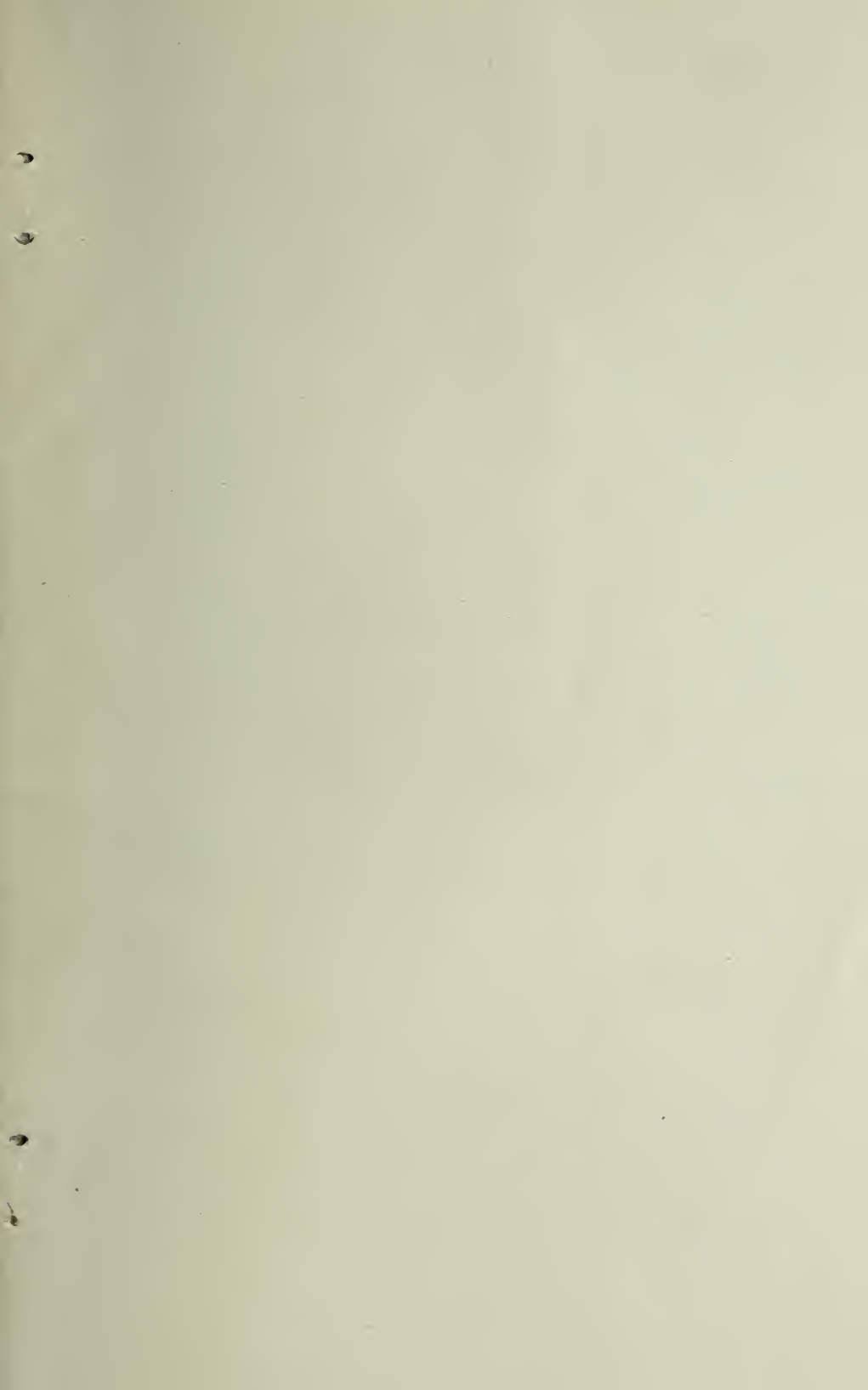
Duplicate certificates, to be filed in	Sec.	Married woman. <i>See</i> Woman, married.	Sec.
PS 300 .....	6	Monthly report .....	56, 57
Emergency credit, deposit in bank.	24	Numbers, account. <i>See</i> Account numbers.	
included in bank's maximum.	29	Numbers, serial, of certificates....	10
payment of withdrawals.....	31	Official postage stamps. <i>See</i> Stamps, official.	
replenishment by deposits....	24	Opening of accounts.....	4-7
replenishment by transfer of funds .....	31	Partial payment of certificate.....	34
transfer to new postmaster...	57	Patrons of post office only may deposit .....	3
Envelope for depositors.....	8, 17	Payment of certificates. <i>See</i> Withdrawals.	
Envelope for filing duplicates, etc.		Postage, official. <i>See</i> Stamps, official postage.	
<i>See</i> Form PS 300.		Postmasters, changed during month.	57
Errors, correction .....	23	liable for emergency credit fund.....	24
Executor, payment to .....	37	responsible for accountable stock .....	54
Filing method .....	6	Records and reports.....	55-57
Form PS 300 .....	4, 5, 6, 7, 8, 17, 21, 23, 32, 33, 35, 38, 59	Registered mail, remittance of funds.....	30
300a .....	6	Registers of certificates issued and paid .....	55
301 .....	8, 17	<i>See also</i> Forms PS 509 and 509a.	
302 .....	36	Remittance of funds by registered mail.....	30
303 .....	36	Reports and records .....	55-57
304 .....	36	Savings cards and stamps, accounting .....	16
305 .....	23, 32	are transferable.....	15
306 .....	21	not redeemed for cash .....	15
307 .....	21	not to be loaned or sold to other postmasters.....	49
308 .....	35	presented for deposit .....	13, 14
309 .....	40	requisition for supply .....	46
310 .....	46	Serial numbers of certificates .....	10
311 .....	46	Signature of depositor, identification .....	32
504 .....	56	to application form .....	5
505 .....	34, 56	to duplicate certificate .....	8
505a .....	34, 56	Stamps, official postage, amount used to be reported .....	45
506 .....	56	annual report of value .....	59
507 .....	26, 56	rates of postage to be observed.	43
508 .....	16, 25, 55	registry fee covered.....	30
509 .....	8, 17, 23, 33, 34, 35, 55	report as to damage or loss...	54
509a .....	33, 34, 35, 55	requisition for supply .....	46
541 .....	58	sale or giving to public prohibited .....	44
Form 3201 .....	46, 53	supply and use .....	43
Identity of depositor.....	32		
Individuals only can open accounts.	2		
Interest on savings deposits, ante-dating .....	34		
compound not allowed.....	11		
date of beginning .....	8		
payment of interest alone.....	35		
payment on order of depositor.	36		
payment with principal.....	32		
Issue of savings certificates.....	8-12		
Limit to depositor's account.....	9		
Limit to deposits in one month...	9		
Limit, none to life of certificate...	11		
Loss of certificates.....	21		
Loss of supplies.....	53, 54		
Mail, deposits sent by.....	18, 20		

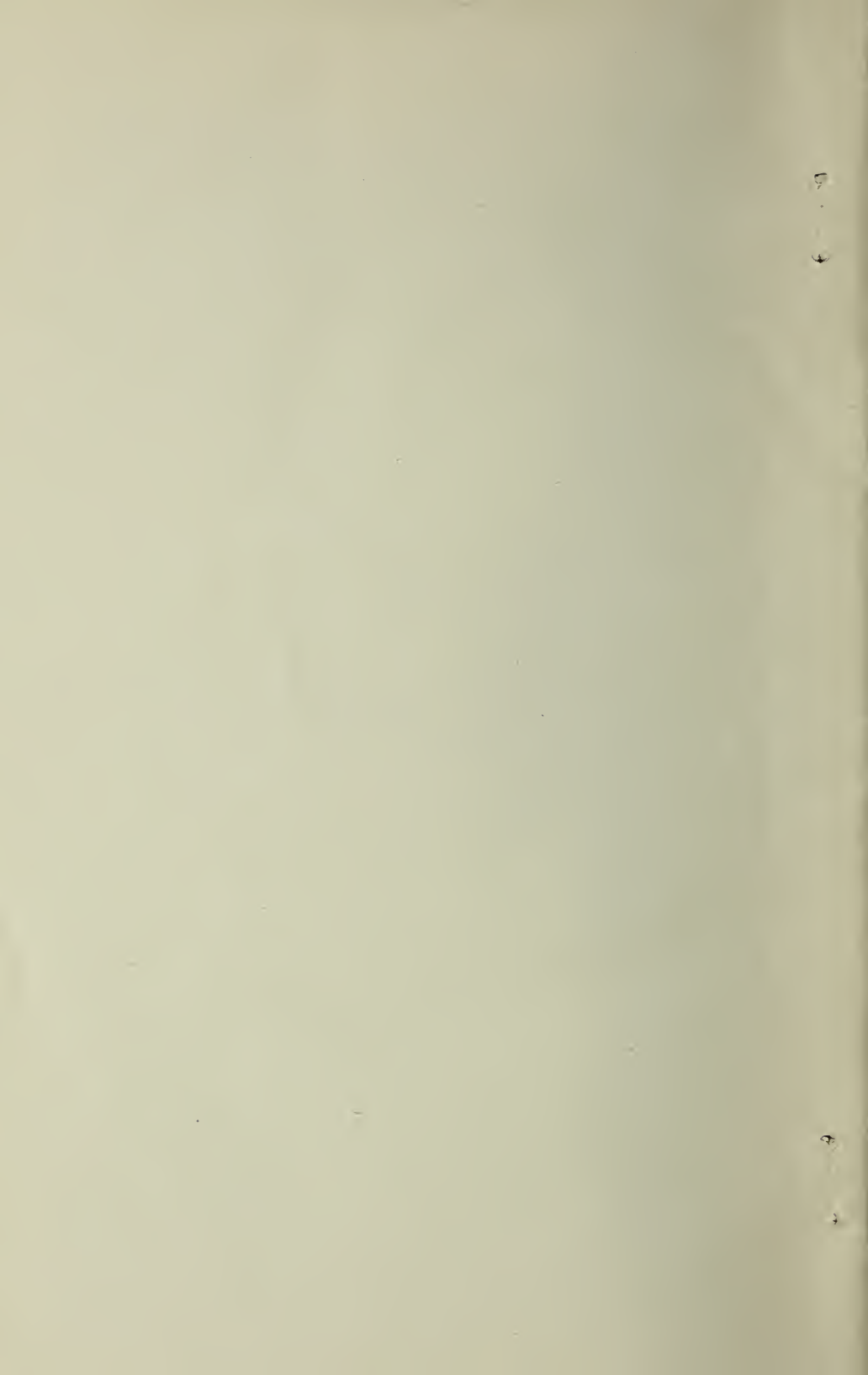
	Sec.		Sec.
Stamps, savings. <i>See</i> Savings cards and stamps.		Trust accounts not received .....	2
Statistical report, annual.....	59	Withdrawals by depositors, closing	
monthly .....	58	of accounts .....	38
Statistical information as to depos-		not made in person.....	36
itors, method of obtaining..	4, 6	partial payment of certificate..	34
compilation .....	59	payment from daily receipts..	31
Supplies, date of invoice to be men-		payment of certificate in full..	32
tioned in communications..	52	payment of interest alone....	35
furnished only to depository		payment to administrators and	
offices .....	50	others .....	37
lost or damaged .....	53, 54	Withdrawals from bank by Board	
receipt.....	51	of Trustees.....	29
requisitions .....	46, 47	Woman, married, account free from	
stock to be kept sufficient....	48	interference.....	1
Telegraph, request for transfer of		change of name.....	39
funds .....	31	must sign given name.....	5

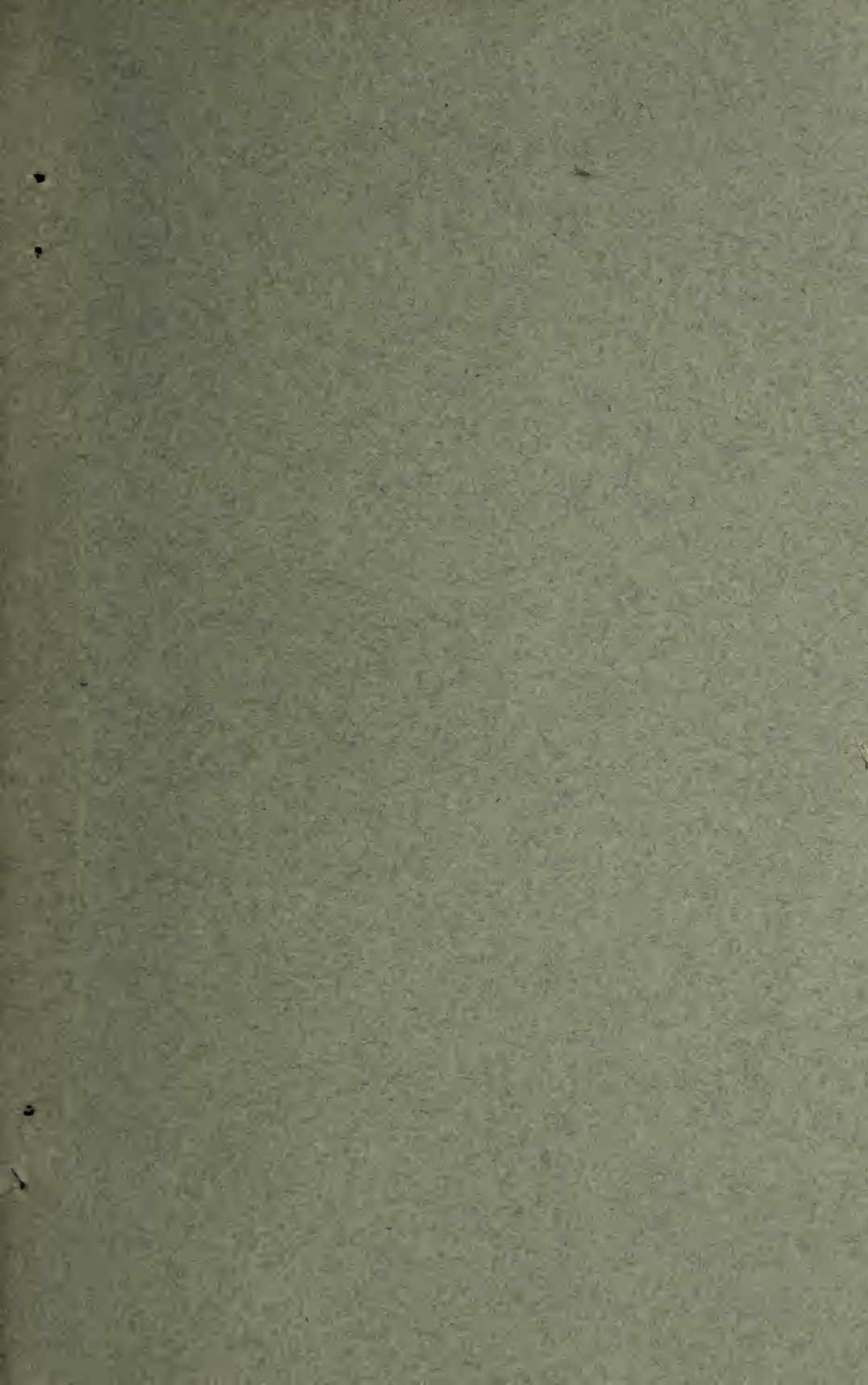














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